# 2021 Graduation Information
Duke Divinity School

## Graduation Checklist

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEADLINE</th>
<th>CHECK</th>
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<tbody>
<tr>
<td>Graduation Check</td>
<td>Friday, October 30, 2020</td>
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<tr>
<td>Complete <a href="#">Senior Portfolio</a></td>
<td>Friday, February 5, 2021</td>
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<tr>
<td>Financial Aid Student Loan Exit Interview</td>
<td>Thursday, March 18, 2021 @ 12:30 pm</td>
<td></td>
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<tr>
<td><a href="#">Certificate programs</a> (AEHS/Prison Ministry, etc.) complete your tracking sheet and turn into Ashley Lunn</td>
<td>Monday, March 29, 2021</td>
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<tr>
<td>Register to Graduate in <a href="#">DukeHub</a></td>
<td>Monday, April 5, 2021</td>
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<tr>
<td>Submit Field Ed Evaluations to Field Ed office (via Sakai)</td>
<td>Friday, April 16, 2021</td>
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<tr>
<td>Review Senior Portfolio with Academic Advisor (MDiv &amp; MTS)</td>
<td>Friday, April 30, 2021 (No Exceptions)</td>
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<tr>
<td>• Approved thesis for ThM and MTS students</td>
<td></td>
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<tr>
<td>Pay any remaining <a href="#">Bursar balance</a></td>
<td>Monday, May 3, 2021</td>
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<tr>
<td>Order Regalia for Graduation festivities</td>
<td>Through Saturday, May 8</td>
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<tr>
<td>Complete the Graduate Student Questionnaire (GSQ)</td>
<td>Available April 22-May 9</td>
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<tr>
<td>Learn about technology/accounts such as Duke Hub/netid and how long they will be active</td>
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<tr>
<td>Give to Class of 2021 Gift! (deadline to be included in program)</td>
<td>TBD. Please contact external relations for more information. <a href="mailto:external@div.duke.edu">external@div.duke.edu</a></td>
<td></td>
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</tbody>
</table>

## Important Event Dates:

**Tuesday, April 20**  
11:35am—Senior Cross Service (Goodson Chapel)

**Wednesday, April 21**  
11:25am—Closing Convocation (Goodson Chapel)
If you want more details about any of the information above, details and contact information is below:

**Academic Questions** (Office of Academic Programs)
CONTACT – academics@div.duke.edu

- All graduates should have completed a graduation check by October 30, 2020.
- Complete your Senior Portfolio by February 5 and review Portfolio with academic advisor by April 30 (no exceptions).
- Make sure you have registered to graduate on DukeHub by April 5.
- Make sure all your Field Education evaluations have been turned in to the Field Education office. Students are responsible for getting the forms to their supervisors.
- If you are doing a certificate program (Anglican Studies, Prison Ministry, etc.), make sure your tracking sheet has been completed and turned in by March 29.

**Bursar’s Account**
CONTACT – University Bursar’s Office, 919-684-3531 or bursar@duke.edu

- If you have any unpaid balance on your bursar’s account (outstanding bills, library fines, parking tickets, flex charges, etc.), you will not receive your diploma.
- Please be sure all fees are paid and your account cleared by May 3.
- If you have an outstanding balance after May 3, your diploma will be held at the University Registrar’s office until your bill is cleared.
- You will not be able to obtain a copy of your transcript while you have an outstanding balance.

**Financial Aid Exit Interview** (Office of Financial Aid)
CONTACT – Cassandra Pettigrew cassandra.pettigrew@duke.edu and Cherelle Richardson cherelle.richardson@duke.edu

- All students who received a Federal student loan or Duke University Institutional loans while enrolled at Duke Divinity School must complete a Student Loan Exit Counseling session prior to graduation.
- Someone from the University Personal Finance Office will conduct a Student Loan Exit Counseling session here on Thursday, March 18 from 12:30 PM-1:30 PM. You should receive an email request to sign up for this session from the Duke Personal Finance Office.
- If you are unable to attend the Exit Counseling session you may set an appointment with the Duke University Student Loan and Personal Finance Office to complete your Student Loan Exit Counseling session at another time.

**Graduating Student Questionnaire (GSQ)** –
CONTACT – Cathy Watson cwatson@div.duke.edu

- All graduates must complete the Graduating Student Questionnaire (GSQ) which tracks demographics, levels of debt, and other data from seminarians.
- A link to the survey will be sent on April 22 and you will have until May 9 to complete it.
- A screen shot of your completed survey should be emailed to academics@div.duke.edu by May 9.
- You must do this to receive your dimple.
**Attire/Academic Regalia**

CONTACT – Cathy Watson cwatson@div.duke.edu

- Masters students and doctoral student should wear a black robe (preaching, academic, cassock) and red hood for Divinity. No mortar boards or tams for Divinity Baccalaureate. Mortar boards (Masters) and tams (Doctoral) are only worn to the University-wide commencement.
- You can order your robe through Patti Silver (patti.silver@duke.edu) at the University Book Store-Bryan Center.
- You can also order from the vendor of your choice.

**Class of 2021 Gift** (Office of External Relations)

CONTACT – Mycal Brickhouse mbrickhouse@div.duke.edu

- Each year the graduating class is asked to give a gift to the Annual Fund to say thank you for the financial aid that many have received and to support future students. One of the wonderful parts of giving is that you can give your gift in honor or memory of someone who helped you through Divinity School (parents, significant others, friends, faculty, and churches, etc.). You can give online or with cash, check, or credit.

  Thank your family... Honor a professor... Remember a friend ...

  with any amount toward the 2021 Class Gift and

  A notice will be sent to those you honor.

  Give @ www.gifts.duke.edu/divinity

  Email Carl King (cking@div.duke.edu) for more information

**Virtual Class Celebration** – Details TBA.

CONTACT – Mycal Brickhouse mbrickhouse@div.duke.edu

- Virtual Celebration for graduating students.

**Graduate Cross Service** – Tuesday, April 20 at 11:35 am in Goodson Chapel (Chaplain’s Office)

CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

Attire: Regular attire.

- Graduates will receive a glass prayer cross. The color of the crosses this year is an amber/yellow.
- The preacher for this service is nominated by the graduating class, and Meghan Benson will make the final decision about the preacher.
- A limited number of people will be allowed to be present in-person in Goodson Chapel (via reservation system), others may join virtually via YouTube.
- Glass crosses can be picked up the afternoon of April 20 between 1:00-5:00pm in the Telcom Circle at the base of Westbrook.

**Closing Convocation** – Wednesday, April 21 at 11:35 am in Goodson Chapel (Chaplain’s Office)

CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu
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- A limited number of people will be allowed to be present in-person in Goodson Chapel (via reservation system), others may join virtually via YouTube.

**Divinity Baccalaureate – Details TBA**
CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

**University Commencement – Details TBA**

**Diploma Distribution for May 2021 Graduates** (Office of Academic Programs)
CONTACT – Ashley Lunn ashley.lunn@duke.edu

- We do not know what the University will decide about diplomas and if any diplomas will be on site at DDS.
  - Diplomas may be mailed as they did last year to your address on file. Please make sure your address on file is accurate.
  - Digital diplomas will be emailed, which can be sent to friends, family, and employers.